

GROW WITH US

North East Lincolnshire Council **Employability 2009**



A guide to your next step

Department starter pack

Thank you for participating in NELC Employability

Employability allows us to invest in the future of our departments by home growing our own staff. It gives your candidate a feeling of value as well as the essential occupational skills and experiences to propel their careers forward.

Below you will find useful information to help you get the most out of Employability.

Your Candidate

Name

Telephone number

Start date

(Monday in training induction)

Address

Weekly hours* and placement duration

*as identified during interview (can be amended through negotiation)

The Employability review

We will visit each candidate and mentor on site every week to discuss progress as well as any issues that arise. Should anything occur in between these visits, please contact us if you need our support.

Your responsibilities:

- Introduce your candidate to your team and their “mentor”. Ensure that their mentor understands their role in developing your candidate’s skills
- Arrange PC access through IT (If required)
- Conduct your departmental induction and communicate policies as you would to any new member of staff, this must cover all aspects of health and safety. You are responsible for clearly pointing out what your placement candidate can and can’t do as per risk assessment
- Encourage your candidate to become familiar with the intranet (especially the training and vacancies sections)
- Include your candidate in team meetings and departmental events to establish the working relationship.

Points to remember:

- Your candidate is here to develop new occupational skills and personal qualities to help them secure a permanent position. They may therefore undertake training that is not associated with your department. This is intended to increase their skills base and employability.
- Participants are supernumerary. However, please expose them to the pressures of working life in a constructive way but never rely on them to meet your operational targets/service delivery.
- All candidates are aware that there is no guarantee of a job at the end of the training – please do not raise false hopes by discussing possible funding for them unless you can guarantee a job (consult HR regarding equal opportunities policies)
- Jobsearch Sessions are held on weekly basis, please express the benefits of this to your candidate
- Candidates are entitled to a holiday entitlement, this is at the line managers discretion (no set number of days are allocated) Since they are supernumerary they are entitled to take this when they wish, but this should be done in consultation with you.
- Candidates **must ring you** if they are unable to attend work due to sickness or domestic emergency, failure to do this is in breach of contract. – you do not need to include their sickness in monthly reports
- Candidates will present you/their mentor with timesheets at the end of each week – please check these for accuracy and sign them off. They determine that their minimum hours have been worked and are returned by your candidate to the 16+ team.

Your Employability delivery team

North East Lincolnshire Council

Senior placement co-ordinator
Paul Bunyan
Telephone **(01472) 324062**

Your support network – our guarantee.

We sincerely hope you find your Employability experience as rewarding as your candidate. However, we do realise that from time to time you may require our assistance to overcome issues as they arise.

We aim to resolve issues before they have an impact on the success of the placement, delivery of service or interpersonal relationships in your team(s).

Whatever the reason, immediately contact Paul Bunyan to discuss your concerns. If we are unable to resolve these issues to your satisfaction we will remove your candidate immediately from the placement.

For your candidates terms and conditions please refer to the starter pack provided. Breach of contract may result in termination of the placement. **Paul Bunyan | Senior placement coordinator | (01472) 324062**